

<b>REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)</b>			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1		OF PAGES 43		
1. REQUEST NO. R-DEN-00037		2. DATE ISSUED 7/7/97		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1		RATING		
5a. ISSUED BY  U.S. Dept of Housing and Urban Development ASC 3 Contracting Div., Operations Br., 8AACO 633 17th Street Denver, CO 80202-3607						6. DELIVER BY (Date)				
5b. FOR INFORMATION CALL (NO COLLECT CALLS)						7. DELIVERY				
NAME  Michael J.Mee Contract Specialist			TELEPHONE NUMBER  AREA CODE 303			NUMBER 672-5281		<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO:						9. DESTINATION				
						a. NAME OF CONSIGNEE				
a. NAME			b. COMPANY			b. STREET ADDRESS				
c. STREET ADDRESS						c. CITY				
d. CITY			e. STATE		f. ZIP CODE		d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 7/28/97				<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State and local taxes)										
ITEM NO. (a)	SUPPLIES/SERVICES (b)				QUANTITY (c)	UNIT (d)	UNIT PRICE (e)		AMOUNT (f)	
	Perform Comprehensive Physical Inspections									
12. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS (%)		b. 20 CALENDAR DAYS (%)		c. 30 CALENDAR DAYS		d. CALENDAR DAYS	
									NUMBER	PERCENTAGE
NOTE: Additional provisions and representations			<input checked="" type="checkbox"/> are		<input type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER					14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			15. DATE OF QUOTATION		
a. NAME OF QUOTER					16. SIGNER			b. TELEPHONE AREA CODE		
b. STREET ADDRESS										
c. COUNTY										
d. CITY			e. STATE		f. ZIP CODE		c. TITLE (Type or print)		NUMBER	

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

**I. SERVICE**

The contractor shall perform comprehensive physical inspection services for the U. S. Department of Housing and Urban Development (HUD). The contractor shall provide all required services to include labor, material, equipment and transportation in accordance with the contract requirements stated herein.

**II. PRICE SCHEDULE**

A. Geographic Area 1 - Offeror shall insert quote in block below

SERVICE	QUOTE
COMPREHENSIVE PHYSICAL INSPECTION Perform initial physical inspection <u>plus</u> 72 hour health and safety reinspection on:  1. Bentalou Court 2. Garrison Apartments 3. Mosher Court Apts. 4. Pall Mall Apartments 5. Beaufort Crest Apartments 6. Pimlico Road Apartments 7. Woodland III 8. Meadowbrook I 9. Meadowbrook II 10. Meadowbrook III	This is a firm-fixed price quote for performance of the property inspections on all requested units.  \$

Note: Inspect no less than 30% of the total units in the property. No more than 15% of the total units inspected should be vacant. See Section J, Attachment III for total number of assisted units and property addresses.

Note: Each of the above properties must have a separate report submitted.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B. Geographic Area 2 - Offeror shall insert quote in block below

SERVICE	QUOTE
COMPREHENSIVE PHYSICAL INSPECTION Perform initial physical inspection <u>plus</u> 72 hour health and safety reinspection on:  1. Wyandot Square 2. Northcrest Gardens 3. Jones Walker Palm Gardens 4. Country Club Apartments 5. Huntington Park Apts. 6. Green Valley Manor 7. Cressman Court 8. Applewood Court 9. Plaza Apartments 10. Westgate Homes 11. Coffeyville Gardens Apts 12. Cleveland Summit	This is a firm-fixed price quote for performance of the property inspections on all requested units.  \$

Note: Inspect no less than 30% of the total units in the property. No more than 15% of the total units inspected should be vacant. See Section J, Attachment III for total number of assisted units and property addresses.

Note: Each of the above properties must have a separate report submitted.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

C. Geographic Area 3 - Offeror shall insert quote in block below

SERVICE	QUOTE
<p>COMPREHENSIVE PHYSICAL INSPECTION            Perform initial physical inspection  <u>plus</u> 72 hour health and safety            reinspection on:</p> <ol style="list-style-type: none"> <li>1. Temple North</li> <li>2. Eagle Apartments</li> <li>3. Mount Vernon</li> <li>4. Nottingham</li> <li>5. Ridgeway</li> <li>6. Six Nations</li> <li>7. Heritage Park</li> <li>8. Flight Village</li> <li>9. Batavia Townhouses</li> <li>10. Madison Park</li> <li>11. Park Glen</li> <li>12. Barnaby Manor</li> <li>13. Glenarden I</li> <li>14. Glenarden II</li> <li>15. Nalley Apartments</li> <li>16. Parkway Overlook East</li> <li>17. Parkway Overlook West</li> <li>18. Campbell Arms Apartments</li> <li>19. Sand Lake Villa</li> <li>20. Rolling Meadows</li> <li>21. Allied Gardens</li> <li>22. Hillsboro Townhouses</li> <li>23. Terrace Green</li> <li>24. Jefferson Manor</li> <li>25. Selmer Townhouses</li> </ol>	<p>This is a firm-fixed price quote            for performance of the property            inspections on all requested            units.</p> <p>\$</p>

Note: Inspect no less than 30% of the total units in the property. No more than 15% of the total units inspected should be vacant. See Section J, Attachment III for total number of assisted units and property addresses.

Note: Each of the above properties must have a separate report submitted.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

D. Geographic Area 4 - Offeror shall insert quote in block below

SERVICE	QUOTE
<p>COMPREHENSIVE PHYSICAL INSPECTION            Perform initial physical inspection  <u>plus</u> 72 hour health and safety            reinspection on:</p> <ol style="list-style-type: none"> <li>1. Wispering Oaks I</li> <li>2. Wispering Oaks II</li> <li>3. Lake Grove</li> <li>4. Washington Heights</li> <li>5. Crest A Apartments</li> <li>6. Kennedy Heights</li> <li>7. Marine Apartments</li> <li>8. Western Heights</li> <li>9. Branch Village</li> <li>10. Mockingbird</li> <li>11. Brookview</li> <li>12. Pecan Villa</li> <li>13. Bacmonila</li> <li>14. St. Mathilda Subdiv.</li> <li>15. Beechgrove I</li> <li>16. Beechgrove II</li> <li>17. Walnut Square</li> <li>18. Thibodaux Apts.</li> <li>19. Apollo gardens</li> <li>20. Pleasant Village</li> <li>21. Rancho &amp; Mills</li> <li>22. Palmdale Apartments</li> </ol>	<p>This is a firm-fixed price quote            for performance of the property            inspections on all requested            units.</p> <p>\$</p>

Note: Inspect no less than 30% of the total units in the property. No more than 15% of the total units inspected should be vacant. See Section J, Attachment III for total number of assisted units and property addresses.

Note: Each of the above properties must have a separate report submitted.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

I. OVERVIEW

The U. S. Department of Housing and Urban Development (HUD) requires the services of a qualified Comprehensive Physical Multifamily Physical Inspector to support its national Multifamily Loan Management operations.

The Contractor shall furnish the labor, materials, equipment and other services necessary for and incidental to, the proper completion of the services contained herein. All work shall be in accordance with the specifications which are set forth below.

II. DEFINITIONS

- A. The term "Government" and "HUD" will be used interchangeably to mean the United States Department of Housing and Urban Development.
- B. The term "Contracting Officer" and "CO" will be used interchangeably to mean the individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
- C. The term "S.W.A.T" and "Special Workout Assistance Team" will be used interchangeably to refer to the HUD employee designated to assess the needs of the subject property.
- D. "Habitability" is defined as being suitable for human habitation; meeting all appropriate building, housing and health codes; Federal, state, local and/or municipal models; or, in the absence thereof, housing quality standards as set out by HUD; being free of hazardous conditions or materials.
- E. "Decent, safe and sanitary" means that the property and each unit in the property must, at a minimum, fully meet local building, housing, safety and health codes. The Contractor must be familiar with and be able to utilize and apply the model codes of the area, state, county and or municipality. Any violations of the codes must be cited in the inspection report and the specific codes referenced. The contractor must be familiar with the HUD Housing Quality Standards (HQS) (Section J, Attachment III). While more general than the requirements of the codes, HQS provides a framework for the minimum physical condition that HUD expects at all projects that have HUD insured loans, subsidy or benefit from any other HUD program. HUD's definition of decent, safe and sanitary condition includes, but is not limited to, the following:
  - 1. General and Exterior
    - a. Vacant units must be secured against unauthorized entry by trespassers and damage by natural elements.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

- b. Trash and rubbish must be removed from common areas and vacant dwelling units as necessary to present a clean and neat appearance and as provided in local health and sanitary codes.
  - c. Lawn areas must be mowed and edged. Shrubbery, bushes and trees must be trimmed. Fence lines, alley right-of-ways, sidewalks and edges of parking areas must be trimmed and weeded. Leaves must be raked. Litter and debris must be removed from the grounds to present a clean and neat appearance and eliminate dangerous conditions.
  - d. Snow, ice and similar conditions must be removed within 24 hours.
2. Occupied Units
- a. Every unit must be weather-tight (no leaking roofs, ceilings, windows, or floors).
  - b. Each unit must have a continuous supply of hot and cold water and properly insulated hot water/steam pipes.
  - c. Each unit must have adequate, non-hazardous sanitary facilities and a safe method of sewage disposal.
  - d. Every unit must have fully functional heating and ventilation facilities adequate for healthful living conditions. Boiler rooms and other sources of heat must have adequate fireproofing.
  - e. Each unit must be provided with an electrical supply for lighting and usual equipment use, with no exposed electrical wiring (i.e. switches and outlets); covers are in place and operating; there are no continuously wet floors or leaks in interior walls at or near electrical boxes or connectors.
  - f. Every unit must be provided with adequate, operable, non-hazardous cooking facilities.
  - g. Each building/unit must be provided with safe ingress and egress. Elevator inspection certificates must be current and properly posted.
  - h. Properly operating and secure mailboxes must be available for each unit.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

3. Common Areas

- a. No common area components and facilities normally used by residents should present health and safety hazards, or cause project deterioration. These include, but are not limited to:
  - (1) Laundry rooms
  - (2) Elevators
  - (3) Grounds, sidewalks, steps, parking lots
  - (4) Lighting
  - (5) Skylights
  - (6) Floor coverings
  - (7) Lobbies and entryways
  - (8) Exterior and interior walls and ceilings
  - (9) Hallways
  - (10) Vacant units/buildings
  - (11) Gutters and downspouts
  - (12) Swimming pools, spas, hot tubs, exercise areas, basketball courts, tennis courts
  - (13) Decks, balconies, patios
  - (14) Play areas and playground equipment
  - (15) Carports/garages
- b. Gas leaks shall be promptly reported to the supplying gas company for evaluation and correction. Any reasonable method of detection shall be used, if deemed necessary by inspector. Project employees and maintenance personnel should be knowledgeable about reporting requirements and know that they shall never attempt to repair such leaks.
- c. The project is free of pest and rodent infestation.
- d. Each building must contain a sufficient number of smoke detectors, which are in place and operable on each level of each unit. State and local codes should be used as guide for additional requirements. Lacking state or local codes as a guide, the National Fire Protection Safety Code should be used. Both hardwired and battery operated smoke detectors may be provided if necessary to assure operation in the event of an electrical or battery failure.
- e. Pursuant to Federal and state/local regulations, policies and procedures, buildings and units will be inspected to determine the presence of lead-based hazards, radon, asbestos.



SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

III. TRAVEL

Under this contract, travel to the subject property will be required. All travel expenses of the Contractor, including travel expenses and subsistence shall be included in the firm fixed price.

IV. EXPERT WITNESS

The Contractor may be called upon to testify as an expert witness on behalf of HUD in any judicial proceedings involving any property under this contract. All travel expenses of the Contractor in connection with judicial proceedings including travel expenses and subsistence shall be reimbursed by HUD in accordance with the Federal Travel Regulation as prescribed by the General Services Administration (GSA). The Contractor shall be paid a fee negotiated by the Contracting Officer for the actual testimony.

V. DISCLOSURE OF INFORMATION

The Contractor is prohibited from disclosing, to any individual or firm, the results of any survey or report, including all preliminary information, resulting from the performance of this contract. Information gathered as a result of the performance of this contract shall not be disclosed without the express permission of the Government Technical Representative (GTR).

VI. PRE-PERFORMANCE/POST-PERFORMANCE CONFERENCE

Upon contract award, the Contractor shall contact the appropriate SWAT team member to discuss the scope of work and any special performance issues. This contact must be made prior to beginning any work under this contract. Any special instructions given the Contractor from the S. W. A. T. team member must comply with the scope of work within the contract. Upon completion, you are requested to contact the S. W. A. T. team member to ensure that all concerns were addressed.

VII. REPORTS

A. FORMAT

1. Prepare a report summary, headed "Physical Inspection Report for the U. S. Department of Housing and Urban Development", which includes the following information:
  - a. Project name;
  - b. Contract number;
  - c. FHA number;
  - d. Full address;

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

- e. Date of the report;
  - f. Dates(s) of Contractor's inspection of the property;
  - g. Requirements per Section C.
2. The report(s) shall be submitted in a 3-ring loose-leaf binder and shall have a table of contents and be fully indexed and tabbed with the following section in the following order:
- a. Narrative including observations and conclusions;
  - b. HUD-9822, Physical Inspection Report;
  - c. Housing Quality Standards (HQS) violations by unit and building;
  - d. HUD-9602, Multifamily Unit Inspection;
  - e. Photographs of subject property;

NOTE: REPORTS AND DATA SHOULD BE COMPLETE AND THOUGH ENOUGH THAT SOMEONE NOT SEEING THE SUBJECT PROPERTY WOULD RECEIVE AN ACCURATE ASSESSMENT OF THE PROPERTY'S CONDITION.

NOTE: Do not sent the HUD-9602, Multifamily Unit Inspection to the HUD ASC #3 Contracting Division.

NOTE: The Contractor may substitute computerized forms for HUD's manual forms if the computerized forms present the identical information in essentially the same format and configuration.

B. DISTRIBUTION

Provide copies of the completed report, including color photographs, to the following individuals:

1. 1 copy to the HUD Contracting Officer in Denver, Colorado to:

Department of Housing & Urban Development  
ASC #3, Contracting Division/Operations Branch 8AAC0  
633 17th Street 8th Floor  
Denver, CO 80202-3607  
Attn: Michael J. Mee

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

2. 1 copy to the GTR in HUD Headquarters in Washington, D. C. to:

Department of Housing & Urban Development  
451 Seventh Street, SW  
Washington DC 20410  
Attn: Tom Visage

3. 2 copies to the Field Office Multifamily Division Director (See Section J, Attachment III for address)

- C. The Contractor may substitute computerized forms for HUD's manual forms if the computerized forms present the identical information in essentially the same format and configuration.

VIII. FORMS

Government forms referenced herein are available by calling the Department of Housing and Urban Development in Washington DC at (1-800) 767-7468. Forms will be mailed within 48 hours of the receipt of request.

IX. GENERAL REQUIREMENTS

- A. The principal requirements under this contract will be the completion of a physical inspection which determines the project's physical condition including all sites, all buildings and all individual units.
- B. HUD is very concerned about the condition, habitability and viability of a number of multifamily properties for which it has insured mortgages and/or provided subsidies, grants or loans. HUD has, therefore, decided that it must determine the level of repairs and capital improvements needed to return the properties to acceptable habitability (defined as meeting all local building, housing and health codes) and financial viability or it must determine what alternate action is in the best interests of HUD, the tenants and the community in which the property is located. These determinations will rely heavily on the information and cost data contained in the survey conducted by the Contractor upon assignment of the property to the contract.
- C. The descriptions of items of service, which are general indications of the elements of each item of service, will be reviewed for each project and revised as appropriate for specific proposals and cost estimates. The tasks and descriptions of services are intended both to permit better understanding of the scope of services required and to assist the Inspector in estimating the cost of those services.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

- D. All phases shall include Project Administration. These services relate to all administrative functions necessarily undertaken by the contractor in providing the services and include project-related research, testing, conferences, correspondence, other communication, travel, progress reports, oversight of subcontracts, etc.
- E. The Contractor shall conduct a comprehensive physical inspection of the project, including all occupied and vacant units, common areas, service areas, grounds, garages, separate buildings and structures and all other areas. Within the time frames noted, the Contractor shall submit a written report fully documenting the results of the physical inspection and the recommendations. The report shall include a completed HUD-9822, "Physical Inspection Report" (Section J, Attachment IV), with cost estimates for each appropriate line item. In addition, the report must include a description of the problem, the cause of the problem, and the recommendation for the correction of the problem. The Contractor is not required to complete Part C: Miscellaneous Observations on HUD-9822. In addition, a summary work narrative must be included.
- F. For each physical inspection, the Contractor must provide 35 MM color photographs of the following:
1. A minimum of one photo of each exterior face;
  2. For each unit type and/or size, a minimum of one photo of the living room, dining area, kitchen, bathroom(s) and each sleeping area;
  3. Interior common areas, including, but limited to, hallways, office areas, community centers and recreational areas;
  4. Heating plant and roof; other parts of the electrical/mechanical systems to support recommendations;
  5. Exterior areas including parking areas, play areas and any other exterior area where photographs will clarify and support recommendations.

NOTE: The Contractor must clearly label all photographs with the project FHA number, name, date of photo, and a clear indication of the location, such as unit number and room, exterior location, etc.

- G. All physical inspections must:
1. Consider all local building, housing and health codes and analyze alternatives for completing routine maintenance and major repairs to determine the most effective methods for abating health and safety hazards and upgrading the projects at the least cost to achieve long term reductions in operating costs (especially energy efficiency and future subsidy expenses).

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

- a. Consider the need to replace, upgrade and/or install items which will improve the residents' living environment, make the project accessible to handicapped persons, create recreational areas, upgrade or add service areas such as laundry areas, child care facilities and community space(s).
- b. Indicate items which need to be repaired and/or replaced. HUD's determination to replace or repair items will be based on the projected life of the items involved, energy efficiency, remaining economic life of the project.
- c. Contain estimated costs. These are extremely important because the recommendation by HUD staff concerning the future of the project must be financially sound. The costs to bring the property to acceptable habitability and safety standards and assure long term viability are major components in the decision to recommend additional assistance, sale, altered use, demolition or foreclosure of the property. Therefore, accuracy of cost estimates for the area in which the property is located are essential. Cost estimates should be derived from Contractor quality goods and/or services, unless otherwise specified. The report should clearly define how the cost estimates were established, i.e. Marshal Swift, Means Book, etc.
- d. The contractor is expected to develop probable costs for project repairs, improvements, and any other element based on updated historic unit cost information and appropriate contingencies. Source of data may be the Contractor's records or previous similar projects (with appropriate trending and/or adjustments to reflect current costs), and published data or data banks with broad based professional input. The data is to be expressed in work-item costs per unit, summarized for each building and building element and totaled for each project.
- e. The contractor may be required to conduct a re-inspection for deficiencies identified on the Physical Inspection Report(s). Should a re-inspection be required, a delivery order will be issued by the Contracting Officer, based on the price submitted in Section B.
- f. The Contractor shall retain copies of all reports, background material, supplemental material and photographic negatives for 5 (five) years.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

g. PLANNING AND ASSISTANCE FOR HANDICAPPED RESIDENTS

It is HUD's policy to protect handicapped individuals from being denied any rights, privileges, advantages or opportunities afforded other individuals. All projects, to the extent feasible, should conform to the requirements of the Fair Housing Amendments Act of 1988 and its implementing regulations, and Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. The surveys required by this contract must include:

- (1) Identification of physical obstacles that limit accessibility to the mobility impaired in accordance with the Uniform Federal Accessibility Standards;
- (2) Designs that provide accessibility alterations for the mobility impaired of one unit of each existing size, determined by number of bedrooms. Mobility impaired handicap accessible units should not be concentrated on any single floor or, in multiple-building projects, be limited to any one building; and
- (3) Cost estimates for mobility impaired handicap accessibility alterations.

X. SPECIFIC REQUIREMENTS

A unit inspection must be performed on Section 8 units to determine compliance with Housing Quality Standards (HQS) as required under Section 8 Regulations. The unit inspection is intended to identify physical deficiencies in the unit that affect the health and safety of the occupants. Projects that do not meet housing quality standards will not be eligible to continue receiving Section 8 assistance. The unit inspection is not intended to identify all routine or preventive maintenance needs, nor to require the owner to modify schedules for routine replacement of items subject to normal wear and tear. The Multifamily Unit Inspection Form, HUD-9602 (Section J, Attachment IV) is intended to be used primarily by the contract administrator conducting management reviews, physical inspections, or Section 8 Housing Quality Standards (HQS) inspections. Upon completion of the physical inspection of the property, the HUD-9822, Physical Inspection Report (Section J, Attachment V), shall be completed in its' entirety as an overview of the condition of the property.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

Multifamily projects were built or rehabilitated to HUD standards in effect when the project was approved for insurance or assistance. Therefore, the inspection process is not intended to require the owner to provide amenities that were not approved or required when the project was initially approved. However, owners must comply with requirements that affect the health and safety of project residents.

Housing Quality Standards (HQS) are applicable to all projects receiving Section 8 subsidy pursuant to 24 CFR Part 886. For all projects inspected under this contract that are receiving Section 8 pursuant to 24 CFR Part 886 the contractor shall use Housing Quality Standards outlined in 24 CFR Part 886.307 as a guide (Section J, Attachment VI). For all other Section 8 programs, Housing Quality Standards shall be used as a guide when performing unit inspections under this contract.

- A. The Contractor shall perform an HQS Inspection on the subject property(s). The inspection shall be completed and reports submitted per Section F of the contract. The principal requirements under this contract will be the completion of physical inspection, including disclosure of HQS violations, that determine each project's condition including all sites, all buildings and all individual units.
- B. The contractor shall evaluate the physical condition of the project not limited to mechanical systems, structural integrity of buildings and infrastructure, security program, preventative maintenance program, supervision and training of maintenance personnel, and the ability of the on-site staff to perform all tasks necessary to maintain the project. The inspector shall estimate the useful life of appliances, roofs, floors, hot water heaters etc., and include this information in the report. If a pool and/or recreational equipment is included under the mortgage, these too shall be inspected and evaluated. Energy conservation areas and plans will also require inspection and comment.
- C. Color photographs shall be taken of the significant problem areas in order to document the condition of the property. Should the same condition exist between multiple units in the property, a color photograph of only one of the units is required.
- D. The inspection report shall include a description of any problems with a recommendation for correction as well as materials to be used. Such description may include summaries of noted deficiencies. However, details of all deficiencies shall be included in the contractor work papers.
- E. A list of all units inspected shall be included.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

F. The scope of the inspection shall cover the following areas:

1. EXTERIOR:

- a. Exterior walls and foundations
- b. Roofs, flashing, vents
- c. Gutters, downspouts, splashblocks
- d. Drives, parking lots, paving, curbs
- e. Walks, steps, guardrails
- f. Fences, walls, gates
- g. Porches, balconies, fire escapes
- h. Doors, windows, screens
- i. Garage and carports
- j. Lawns and plantings
- k. Sprinkler and drainage systems
- l. Exterior lighting
- m. Exterior painting
- n. Underground gas, water, sewage
- o. Security Systems
- p. Recreation areas

2. ENERGY EFFICIENCY:

- a. Insulation
- b. Caulking and weatherstripping
- c. Storm doors and windows
- d. Water saver devices
- e. Lighting of exterior and common areas
- f. Heating, ventilation and air conditioning
- g. Solar Panel System

3. INTERIOR:

- a. Floors, carpets, tiles
- b. Stairs, walkways, community spaces Cabinets, doors, closets  
hardware Painting (units and common areas) Curtains and shades
- c. Refrigerators and ranges
- d. Garbage disposals, exhaust fans, Compactors, Incinerators
- e. Electrical fixtures and systems
- f. Heating and air conditioning
- g. Hot water system, boiler room and boilers



SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

4. MISCELLANEOUS:
  - a. Office
  - b. Mechanical Room(s)
  - c. Maintenance Room
  - d. Storage Areas
  - e. Model apartments
  - f. Benches, play area and equipment
  - g. Laundry rooms
  - h. Storage, utility buildings
  - i. Elevators
  - j. Project signage
  - k. Swimming pool(s)
  - l. Exterminating
  - m. Garages
  - n. Carports
  - o. Vehicles
  - p. Commercial Space
5. Inventory and Inventory Controls to ensure that supplies, major appliances, tools, equipment, keys, parts, etc. are accounted for, i.e. listing by serial numbers with an internal control system.
6. Fire Prevention and Safety Programs - Review property to assure that there are no obvious fire or safety hazards which may endanger the health and safety of the residents. Such obvious hazards might also lead to increased project operating costs if left uncorrected due to higher insurance premiums and recovered losses. Smoke detectors and similar fire prevention equipment should be reviewed to assure compliance with local codes.
- G. The inspector shall discuss the inspection with the Field Office staff and may be required to meet with the Field Office staff upon request to discuss the report and/or meet with the owner subsequent to the Field Office issuing the report. In addition the inspector may be required to assist the Department by providing technical assistance in negotiations with owners, expert witness testimony, maintenance of records, follow-up inspections and special purpose inspections.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

- H. The inspector must use the inspection form to rate unit conditions in one of four categories:
1. GOOD - (G) This rating is intended to be used to identify elements that do not need repair.
  2. NEEDS REPAIR - (N) This rating is intended to be used to identify non HQS repair needs which should be completed within 12 months.
  3. REQUIRED ACTION - (R) This rating is intended to identify those repairs which require action within 30 days. This is further defined to be an HQS violation.
  4. IMMEDIATE ACTION REQUIRED - (I) This rating is intended to identify those repairs which require immediate action within 72 hours. This is further defined as an HQS violation which threatens the health and safety of the residents.

Note: Please supply target completion dates on items in c. and d., above.

- I. The inspector must use the HUD-9822 to rate the overall property condition in one of the four categories:
1. SUPERIOR - The physical condition of the property is such that the value of the real estate is enhanced by its' physical condition. There are a minimal number of repair needs and there are no quality of life issues which affect the residents.
  2. SATISFACTORY - The physical condition of the property is such that the value of the real estate is maintained by its' physical condition. There are repair needs which have minimal affects on the quality of life for the residents.
  3. BELOW AVERAGE - The physical condition of the property is such that the value of the real estate may be negatively affected. The repair needs may adversely affect the quality of life for the residents.
  4. UNSATISFACTORY - The physical condition of the property has a negative impact on the value of the real estate. The repair needs adversely affect the quality of life for the residents.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK (Continued)

J. DELIVERABLE SCHEDULE

1. Initial Inspection

The initial inspection services required by this contract must begin within 5 calendar days of assignment of a property to this contract by the Contracting Officer (CO), and the Contractor must begin the work on the property. The work required by this contract, with copies of the complete report delivered to the appropriate officials, must be completed within 30 calendar days of the date of the contract or a date agreed upon by the Contracting Officer and contained in block 15 of the OF-347.

Additionally, the Contractor shall provide the property manager with a concise list of the health & safety violations before leaving the property. Said list will be used to gauge the status of the repairs covering the health & safety violations, and the upcoming 72 hour health & safety re-inspection.

2. 72 Hour Health & Safety Re-inspection

The 72 hour health & safety inspection services required by this contract must begin, no earlier than 72 hours and no later than 96 hours, after the completion of the initial inspection and the release of the health & safety violations to the property manager calendar days of the completion of the initial inspection. The work required by this contract, with copies of the complete report delivered to the appropriate officials, must be completed within 5 calendar days of the date of the re-inspection completion.

3. 30 Calendar Day Re-inspection (Contractor shall perform a 30 calendar day reinspection on only those units with findings. Contractor shall perform only if the Contracting Officer issues a delivery order).

The 30 calendar day re-inspection services required by this contract must begin within 35 calendar days of date that the property manager receives the initial report. The work required by this contract, with copies of the complete report delivered to the appropriate officials within 10 calendar days of the date the contractor starts the 30 calendar day re-inspection.

NOTE: Forms as identified in the handbooks are required submittals.

**SECTION D - PACKAGING AND MARKING**

**AS 501 ENVIRONMENTALLY SAFE PACKAGING**

The offeror or contractor shall package non-breakable deliverables (reports, proposals, studies, etc.) using environmentally safe packaging materials (e. g., recycled paper). The packaging methods shall be in accordance with the best commercial practices and provide adequate protection during shipping and handling.

**SECTION E - INSPECTION AND ACCEPTANCE**

- I. FAR 52.246-04 INSPECTION OF SERVICES - FIXED PRICE (AUG 1996)**
- II. HUDAR 2452.246-70 INSPECTION AND ACCEPTANCE (APR 1984)**

Inspection and acceptance of all work required under this contract shall be performed by the Government Technical Representative (GTR), identified in Section G., or other individual as designated by the Contracting Officer or GTR.

SECTION F - DELIVERIES OR PERFORMANCE

I. FAR 52.242-15 STOP WORK ORDER (AUG 1989)

II. CONTRACT PERIOD

The contractor shall complete all work hereunder, commencing on the date of award indicated by the OF-347, Order for Supplies or Services, and shall continue for a period of 60 calendar days.

III. OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE

(a) The Department of Housing and Urban Development observes the following days as holidays:

New Year's Day  
Martin Luther King's Birthday  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

SECTION G - CONTRACT ADMINISTRATION DATA

I. HUDAR 2452.237-73 CONDUCT OF WORK (APR 1984) ALT I (APR 1984)

- (a) The Government Technical Representative (GTR) for liaison with the contractor as to the conduct of work is Tom Visage or a successor designated in writing by the Contracting Officer upon contract award.
- (b) The contractor's work hereunder shall be carried out under the supervision of

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- (c) The GTR shall provide direction on contract performance. Such direction must be within the contract scope of work and may not be of a nature which: (1) institutes additional work outside the scope of the contract; (2) constitutes a change as defined in FAR 52.243-2; (3) causes an increase or decrease in the cost of the contract; (4) alters the period of performance or delivery dates; or, (5) changes any of the other express terms or conditions of the contract.

Note: Complete the above prior to submittal.

II. AS 1510 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (NOV 1996)

- (a) General. The Government shall pay the Contractor as full compensation for all work required, performed and accepted under this contract, inclusive of all costs and expenses, the firm fixed-price stated in Part I, Section B of this contract.
- (b) Not applicable
- (c) Invoices shall be submitted in an original and one (1) copy to the office identified on the cover page of the contract (OF-347, SF-26 or SF-33). To constitute a proper invoice, the invoice must include all items per FAR 52.232-25, "Prompt Payment."
- (d) Contractor Remittance Address. The remittance address shall be agreed upon between the Contractor and the Finance Office in accordance with FAR 52.232-33.

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SECTION G - CONTRACT ADMINISTRATION DATA (continued)

III. THE ROLE OF GOVERNMENT PERSONNEL AND RESPONSIBILITY FOR CONTRACT ADMINISTRATION.

- A. Contracting Officer - The Contracting Officer has the overall responsibility for the administration of this contract. He/she alone, without delegation, is authorized to take actions on behalf of the Government to: amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on disputed deductions from contract payments for non-performance or unsatisfactory performance; terminate the contract for convenience or default; issue final decisions regarding contract questions or matters under dispute. However, he/she may delegate certain other responsibilities to his/her authorized representatives.

NOTE: Any deviation from, change in, or addition to the work requirements must be authorized by the Contracting Officer, in writing, prior to the performance, as stipulated under the changes clause. Failure to adhere to this requirement may result in the contractor performing work for which HUD will not make payment.

- B. The GTR will be responsible for day-to-day monitoring of the contractor's performance. The responsibilities of the GTR include but are not limited to: inspecting the work to ensure compliance with contract requirements, preparing written inspection reports, reviewing payments, conferring with the contractor's employees regarding any problems encountered in performance of the work and generally assisting the Contracting Officer in carrying out his/her responsibilities. The GTR will be a subordinate of the Contracting Officer.

IV. CONFLICTS OF INTEREST

The following provisions shall govern the contractor's actions under this contract, the violation of which may be cause for immediate termination of this contract. Contract termination shall be in addition to any other rights, remedies, and penalties provided by law or under this contract. None of these provisions are negotiable. The contractor will not:

- A. accept money, favors, gratuities, entertainment or anything of value that might affect or reasonably be interpreted as affecting its impartiality or influencing its contractual action.
- B. accept direct or indirect payments, fees, commissions, compensation or gratuities of any kind as an inducement or acknowledgement of purchases made by the contractor or HUD following the contractor's solicitation.



SECTION G - CONTRACT ADMINISTRATION DATA (continued)

- C. employ or enter into a contract for the purchase of materials or services from any person, firm or corporation in which it has a direct or indirect interest in the proceeds in which it is to share. This prohibition shall extend to firms in which the contractor's spouse, minor child, dependent, or partner may have financial interests.
- D. favor or provide a competitive advantage to any one firm, individual or others seeking Federal Government business. In this aspect bids shall not be solicited from affiliated individuals on the same procurement. Further, individuals or firms who have been involved in the preparation of specifications shall not be permitted to bid on such procurement.
- E. enter into a contract with the U.S. Government for services on the subject property in which, by the performance of this contract action, it will have a direct or indirect interest in future or follow-on contracts for the same property. This prohibition shall extend to firms in which the contractor's spouse, minor child, dependent, or partner may have financial interests.
- F. purchase of HUD properties for which the contractor has contractual responsibility is prohibited. The prohibition extends to officers, employees, representatives and consultants, as well as to the members of immediate family or household of each of these individuals and any entities in which any of these individuals has a direct or indirect financial interest.

V. INVOICE DUE DATE AND REQUIREMENTS

- A. Following the period services were performed and completed, the contractor shall submit an original and 1 (one) copy of the SF-1034, "Public Vouchers for Purchases and Services Other than Personal" (signed in blue ink) or the OF-347, "Order for Supplies and Services", shall be submitted to the following address:

U. S. Department of Housing and Urban Development  
ASC #3, Contracting Division, Operations Branch (8AAC0)  
633 17th Street  
Denver, CO 80202-3607  
Attn: Michael J. Mee

- B. To constitute a proper invoice, the invoice MUST include the following additional information and/or attached documentation:
  - 1. Name and address of the contractor;
  - 2. Invoice date;
  - 3. Contract number, and the service title;

SECTION G - CONTRACT ADMINISTRATION DATA (continued)

4. Detailed statement of work performed;
  5. Itemized pricing as shown on the OF-347;
  6. Date work was completed;
  7. Original signature of contractor.
- C. Where there are erasures or alterations to an invoice, evidence is required that the alteration was made with the knowledge of the payee. The payee must initial each alteration. Where the payee is a partnership or corporation, the signature (not initials) of the person altering or correcting the invoice and the person's official capacity with the partnership or corporation must be shown. The initials or signature of the payee must be written in permanent ink.
- D. All payments will be made by Automated Clearing House (ACH) Direct Deposit. To establish a vendor account for ACH, a Standard Form 1199A, Direct Deposit Sign-Up Form (Section J, Attachment II) is required to be completed and returned to the Contracting Officer before payment of any invoice can be made. The SF-1199A will be supplied upon contract award.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

I. AS 1310 ADP VIRUS SECURITY

The contractor hereby agrees to make every reasonable effort to deliver ADP-related products to HUD as virus-free. For any hardware, software, or any product provided outright by diskette under this contract, the contractor shall provide the following certification concurrent with delivery of the product:

"The product hereby delivered has been scanned for known viruses using [name of virus-screening product, including version number, if any] and is free of known viruses at the time of submission."

The certification shall be made by an individual authorized to bind the contractor. The software tool and process must be capable of detecting all known viruses. The Contracting Officer may assess monetary damages against the contractor sufficient to compensate HUD for actual or estimated costs resulting from computer virus damage or malicious destruction of computer information arising from failure to take adequate precautions to preclude delivery of virus-containing products in the delivery of hardware, software, or data on diskettes under this contract. This clause shall not subrogate the rights of the Government under any other clauses.

II. STATUS OF CONTRACTOR

The contractor is held to be an independent contractor, and is not an employee of HUD.

III. CRIMINAL LIABILITY

It is understood that disclosures of information relating to the work or services hereunder to any person not entitled to receive it, or failure to safeguard any classified information as defined in Executive Order number 116523 that may come to the contractor or any person under the contractor's contract in connection with the work under this contract, may subject the contractor, his agents or employees to criminal liability under Title 18, Section 793, 794, and 798 of the United States Code.

IV. INSURANCE AND PERMITS

The contractor shall comply with all city, county and state codes, laws and ordinances applicable to this work. The contractor shall obtain, at contractor's expense, such permits, certificates, licenses and insurance as may be required in the performance of the work specified.

**SECTION H - SPECIAL CONTRACT REQUIREMENTS (continued)**

**V. ADDITIONAL RESPONSIBILITIES**

The contractor and any subcontractor shall take proper health and safety precautions to protect workers, the public, and the property of others. The contractor shall, without additional expense to the Government, obtain any necessary licenses and permits, and comply with any Federal, State, and municipal laws, codes and regulations applicable to the performance of the work. The contractor shall be responsible for all damages to himself, his/her employees or other persons or property that occur as a result of the contractor's performance under this contract.

**SECTION I - CONTRACT CLAUSES**

**I. FAR 52.252-02 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.204-04	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER (JUN 1996)
52.219-06	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (APR 1984)
52.219-14	LIMITATION ON SUBCONTRACTING (JAN 1991)
52.222-03	CONVICT LABOR (AUG 1996)
52.222-26	EQUAL OPPORTUNITY (APR 1984)
52.222-35	AFFIRMATION ACTION FOR SPECIAL DISABLED VIETNAM ERA VETERANS (APR 1984)
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS (APR 1984)
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (JAN 1988)
52.222-41	SERVICE CONTRACT ACT OF 1965 (MAY 1989)
52.223-06	DRUG-FREE WORKPLACE (JAN 1997)
52.229-03	FEDERAL, STATE, AND LOCAL TAXES (JAN 1991)
52.232-01	PAYMENTS (APR 1984)
52.232-08	DISCOUNTS FOR PROMPT PAYMENT (APR 1989)
52.232-11	EXTRAS (APR 1984)
52.232-23	ASSIGNMENT OF CLAIMS (JAN 1986)
52.232-25	PROMPT PAYMENT (MAR 1994)
52.232-33	MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT (AUG 1996)
52.233-01	DISPUTES (OCT 1995) ALTERNATE I (DEC 1991)
52.243-01	CHANGES- - FIXED PRICE (AUG 1987) ALTERNATE III (APR 1984)
52.249-04	TERMINATION FOR CONVENIENCE OF GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984)
52.253-01	COMPUTER GENERATED FORMS (JAN 1991)

**II. HUDAR 2452.203-70 PROHIBITION AGAINST THE USE OF FEDERAL EMPLOYEES  
(DEC 1992)**

In accordance with the Federal Acquisition Regulation 3.601, contracts are not to be awarded to Federal employees or a business concern or other organization owned or substantially owned or controlled by one or more Federal employees. For the purposes of this contract, this prohibition against the use of Federal employees includes any work performed by the contractor or any of its employees, subcontractors, or consultants.

SECTION I - CONTRACT CLAUSES (continued)

III. HUDAR 2452.209-72 ORGANIZATIONAL CONFLICTS OF INTEREST (APR 1984)

- (a) The contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a Government contract and a contractor's organizational, financial, contractual or other interests are such that:
- (1) Award of the contract may result in an unfair competitive advantage; or
  - (2) The contractor's objectivity in performing the contract work may be impaired.
- (b) The contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the contractor has taken or intends to take to eliminate or neutralize the conflict.
- The Government may, however, terminate the contract for the convenience of the Government if it would be in the best interest of the Government.
- (c) In the event the contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the Government may terminate the contract for default.
- (d) The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime contractor. The contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

IV. HUDAR 2452.222-70 ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES (JUL 1988)

The contractor shall assure that any meeting, conference, or seminar held pursuant to the contract will meet all applicable standards for accessibility to persons with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, as amended (29 U. S. C. 794) and any implementing regulations of the Department.

**SECTION I CONTRACT CLAUSES (continued)**

**V. OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE**

The Department of Housing and Urban Development observes the following days as holidays:

New Year' s Day  
Martin Luther King' s Birthday  
Washington' s Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgi vi ng Day  
Christmas Day

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

**SECTION J - LIST OF ATTACHMENTS**

**Attachments**

- |             |                  |   |
|-------------|------------------|---|
| <b>I.</b>   | <b>SF- 1034</b>  | <b>Public Vouchers for Purchases and Services Other than Personal, 1 page (dated 10/87) *</b> |
| <b>II.</b>  | <b>SF- 1199</b>  | <b>Direct Deposit Sign-up Form, 1 page (dated 6/87) *</b>                                     |
| <b>III.</b> | <b>---</b>       | <b>List of Properties</b>   |
| <b>IV.</b>  | <b>HUD- 9602</b> | <b>Multifamily unit Inspection Form, 3 pages (dated 2/97)</b>                                 |
| <b>V.</b>   | <b>HUD- 9822</b> | <b>Physical Inspection Report, 2 pages (dated 1/90)</b>                                       |
| <b>VI.</b>  | <b>---</b>       | <b>Housing Quality Standards, 7 pages (dated 4/1/90)</b>                                      |
| <b>VII.</b> | <b>---</b>       | <b>Addresses of HUD Offices *</b>   |

**\* This form will be incorporated upon contract award.**



### Attachment III - List of Properties

- Inspections should cover no less than 30 percent of the total units in a project.
- No more than 15 percent of the total units inspected should be vacant.
- Inspection report should identify the number of assisted units that are vacant at each property.

GEOGRAPHIC AREA 1		
Property Name and Location	Total Assisted Units	No. To Inspect
1. Meadowbrook I, W. Hartford, CT	123	37
2. Meadowbrook II, W. Hartford, CT	135	41
3. Meadowbrook III, W. Hartford, CT	136	41
4. Pall Mall Apts. II, W. Hartford, CT	46	14
5. Beaufort Crest, Balt., MD	40	12
6. Pimlico Apts., Balt., MD	13	4
7. Woodland III, Balt., MD	18	6
8. Mosher Court, Balt., MD	64	19
9. Bentalou Court, Balt., MD	42	13
10. Garrison Apts., Balt., MD	5	5
TOTALS	622	192

GEOGRAPHIC AREA 2		
Property Name and Location	Total Assisted Units	No. To Inspect
1. Wyandot Square, Cleveland, OH	62	19
2. Northcrest Gardens, Dayton, OH	182	55
3. Jones Walker Palm Gdns., Ft. Myers, FL	80	24
4. Country Club Apt., Chicago, IL	42	13
5. Huntington Park, Elgin, IL	180	54
6. Green Valley Manor, Creston, IA	47	14
7. Cressman Court, Vermillion, CO	16	5
8. Applewood Court, Vermillion, CO	24	8
9. Plaza Apts., Coffeyville, KS	90	27
10. Westgate Homes, Parsons, KS	100	30
11. Coffeyville Apts., Coffeyville, KS	60	18
12. Cleveland Summit, Knoxville, TN	78	23
TOTALS	1,206	290

Attachment III - Continued  
PROPERTIES, ADDRESSES, PHONE #s, & MANAGERS

GEOGRAPHIC AREA 1		
FIELD OFFICE: Baltimore		
05235029	Bentalou Court 2310 Riggs Avenue Baltimore, MD 21216	Carla Scott 410-653-9982
05235050	Garrison Apts. 4718 Garrison Boulevard Baltimore, MD 21215	Carla Scott 410-653-9982
05235027	Mosher Court Apts. 2950 Mosher Street Baltimore, MD 21216	Carla Scott 410-653-9982
05235057	Pall Mall Apartments 4309-4311 Pimlico Road Baltimore, MD 21216	Carla Scott 410-653-9982
05235042	Beaufort Crest Apartments 3322 ½ - 3328 ½ Woodland Avenue Baltimore, MD 21215	Carla Scott 410-653-9982
05235061	Pimlico Road Apartments 4500 - 4502 Pimlico Road Baltimore, MD 21215	Carla Scott 410-653-9982
05235126	Woodland III 2400 - 3402 Woodland Avenue Baltimore, MD 21215	Carla Scott 410-653-9982
FIELD OFFICE: Hartford		
01755016	Meadowbrook I Meadowbrook Street West Haven, Connecticut, 06516	Caroline Heffernan 203-934-5261
01755030	Meadowbrook II Meadowbrook Street West Haven, Connecticut, 06516	Caroline Heffernan 203-934-5261
01755043	Meadowbrook III Meadowbrook Street West Haven, Connecticut, 06516	Caroline Heffernan 203-934-5261

**GEOGRAPHIC AREA 2****FIELD OFFICE: Cleveland****04244082****Wyandot Square  
430 Libby Lane  
Galion, Ohio 44833****Paula Moyes  
419- 468- 7202****FIELD OFFICE: Cincinnati****046- 44015****Northcrest Gardens  
1701 Needmore Road  
Dayton, Ohio****Norman Deas  
937- 890- 5000****FIELD OFFICE: Jacksonville****06635038****Jones Walker Palm Gardens  
2909 Blount Street  
Ft. Meyers, Florida 33901****Cora Denson  
941- 337- 7305****FIELD OFFICE: Chicago****01744030****Country Club Apartments  
6930 South Shore  
Chicago, IL 60649****Jerri Post  
773- 752- 2200****07144097****Huntington Park Apts.  
1137 Yew Court  
Elgin, IL 60120****Hector Leon  
847- 697- 2343****FIELD OFFICE: Des Moines****07444052****Green Valley Manor  
120 Manor Drive  
Creston, Iowa 50801****Mary Jane Weissman  
515- 782- 7173****FIELD OFFICE: Denver****09135001****Cressman Court  
925 Rice Drive  
Vermillion, South Dakota 57069****Jan Suess  
605- 624- 4041****09135008****Applewood Court  
923 West Clark  
Vermillion, South Dakota 57069****Jan Suess  
605- 624- 4041**

FIELD OFFICE: Kansas City		
10235010	Plaza Apartments 614 E. 3rd., APT. E Coffeyville, Kansas 67337	Lenda Tuttle 316-251-0500
10235011	Westgate Homes (OSAGE TRAILS) 1500 S. 25th Parsons, Kansas 67357	Lillian Hickerson 316-421-5330
10292502	Coffeyville Garden Apts. 1099 Highland Court, APT. D Coffeyville, Kansas 67337	Mary Lou Green 316-251-6717
FIELD OFFICE: Knoxville		
TN370015001	Cleveland Summit 44 Inman Street Cleveland, Tennessee 37311	Barbara Godwin 423-479-3005

Attachment III (Continued) - List of Properties

- Inspections should cover no less than 30 percent of the total units in a project.
- No more than 15 percent of the total units inspected should be vacant.
- Inspection report should identify the number of assisted units that are vacant at each property.

GEOGRAPHIC AREA 3		
Property Name and Location	Total Assisted Units	No. To Inspect
1. Temple North, Woonsocket, RI	24	7
2. Eagle Apartments	27	8
3. Mount Vernon, Providence, RI	100	30
4. Nottingham, Waterbury, CT	156	47
5. Ridgeway, Waterbury, CT	112	37
6. Six Nations, Utica, NY	133	40
7. Heitage Park, Elmira, NY	212	64
8. Flight Village, Rochester, NY	236	71
9. Batavia Townhouses, Batavia, NY	42	13
10. Madison Park, Baltimore, MD	202	61
11. Park Glen, Glen Burnie, MD	174	52
12. Barnaby Manor, Washington, DC	124	37
13. Glenarden I, Washington, DC	252	76
14. Glenarden II, Washington, DC	220	66
15. Nalley Apartments, Landover, MD	123	37
16. Parkway Overlook East, Washington, DC	136	41
17. Parkway Overlook West, Washington, DC	117	35
18. Campbell Arms Apts., Homestead, FL	204	61
19. Sand Lake Villa, Orlando, FL	100	30
20. Rolling Meadows, Enid, OK	50	15
21. Allied Gardens, Little Rock, AR	160	48
22. Hillsboro Townhouses, El Dorado, AR	152	46
23. Terrace Green, Little Rock, AR	100	30
24. Jefferson Manor, North Little Rock, AR	68	20
25. Selmer Townhouses, Selmer, TN	50	15
TOTALS	3,274	987

GEOGRAPHIC AREA 4		
Property Name and Location	Total Assisted Units	No. To Inspect
1. Whispering Oaks I, Waukegan, IL	201	60
2. Whispering Oaks II, Waukegan, IL	203	61
3. Lake Grove, Chicago, IL	92	28
4. Washington Heights, Terrell, TX	132	40
5. Crest A Apartments, Dallas, TX	200	60
6. Kennedy Heights, Dallas, TX	100	30
7. Marine Apartments, Terrell, TX	82	25
8. Wetsren Heights, Olney, TX	47	14
9. Branch Village, Houston, TX	160	48
10. Mockingbird, Houston, TX	200	60
11. Brookview, Riverview, MI	318	95
12. Pecan Villa, Breaux, LA	100	30
13. Bacmonila, Iber, LA	150	45
14. St. Mathilda Subdiv., Eunice, LA	199	60
15. Beechgrove I, Westwego, LA	125	38
16. Beechgrove II, Westwego, LA	125	38
17. Walnut Square, New Orleans, LA	284	85
18. Thibodaux Apts., Thibodaux, LA	30	9
19. Apollo Gardens, Oakland, CA	231	69
20. Pleasant Village, Fresno, CA	90	27
21. Rancho & Mill Apts., Colton, CA	129	39
22. Palmdale Apts., Palmdale, CA	58	17
TOTALS	3,256	978

**Attachment III - Continued**  
**PROPERTIES, ADDRESSES, PHONE #s, & MANAGERS**

FIELD OFFICE: Jacksonville		
06644110	Campbell Arms Apts. 800 NE 12th Avenue Homestead, FL 33030	Haracio Gil 305-248-6828
FIELD OFFICE: Orlando		
067444148	Sand Lake Villas 700 Ridenhour Circle Orlando, Florida 32809	--- Unknown --- (407) 859-7956
FIELD OFFICE: Nashville		
08135085	Selmer Townhouses 408 Florence Avenue Selmer, Tennessee 38375	Brent Frost (901) 759-1855
FIELD OFFICE: Providence		
01644025	Temple North Apartments 98 Rivulet Street Woonsocket, RI 02895	Yvette Paquet (401) 765-2656
01644039	Eagle Apartments 939 Bernon Street Woonsocket, RI 02895	Julie Federici (401) 762-2385
01644050	Mt. Vernon 939 Bernon Street Woonsocket, RI 02895	Julie Federici (401) 762-2385
FIELD OFFICE: Oklahoma City		
11744034	Rolling Meadows 3225 E. Randolph Avenue Enid, OK 73701	Marge Hybsha (213) 221-9982
FIELD OFFICE: Los Angeles		
12235021	Rancho & Mill Apartments	Assoc. Financial (310) 207-2296

FIELD OFFICE: Little Rock		
08244018	Jefferson Manor 2600 John Ashley Drive North Little Rock, AR 72114	Linda Martinez (501) 758-2698
08235029	Terrace Green 8223 Scott Hamilton Drive Little Rock, AR 72209	Ruth Rogers (501) 565-1309
08244019	Allied Gardens 5221 Johnson Ft. Smith, AR 72901	Ginny Knight (501) 782-3611
08235017	Hillsboro Townhouses 1600 East Hillsboro El Dorado, AR 71730	Robert Hardy (501) 862-5091
FIELD OFFICE: Washington, DC		
	Barnaby Manor Glenarden I Glenarden II Nalley Apts. Parkway Overlook E. Parkway Overlook W.	
FIELD OFFICE: Buffalo		
01444028	Fight Village 166 Ward Street Rochester, NY 14623	Barry Jeffries (716) 325-5532
01444013	Heritage Park Harriet Court Elmira, NY 14901	Barton Butts (607) 937-5361
01344004	Six Nations Apts. 607H-1 Jay Street Utica, NY 13501	Lisa Campanieri (716) 551-5755
01455009	Batavia Townhouses (BIRCHWOOD VILLAGE) 88 Dewey Avenue Batavia, NY 14020	Dave Gordon (716) 343-0205
FIELD OFFICE: Hartford		
01744087	Nottingham Apts. 31 Nottingham Terrace Waterbury, CT 06704	Ernest Deal (203) 756-7356
01755023	Ridgegate (No information recorded)	



FIELD OFFICE: Fort Worth		
11344023	Marine Apartments 3144 NW 33rd Street Ft. Worth, TX 76106	Mary Jpaski (817) 626-8845
11344071	Western Heights Apartments 1408 W. Elm Olney, TX 76374	Barbara Colgan
FIELD OFFICE: Chi cago		
07155185	Whispering Oaks I 2443 Dugdale Road Waukegan, Illinois 60085	Betty Avalos (847) 336-4400
07144026	Whispering Oaks II 1300 Dugdale Road Waukegan, Illinois 60085	Betty Avalos (847) 336-4400
07144082	Lake Grove 3555 S. Cottage Grove Chicago, Illinois	Miranda Goodlove (773) 548-2700
FIELD OFFICE: Dall as		
11235122	Washington Heights (No information recorded)	
11244032	Crest A Apartments (No information recorded)	
11244055	Kennedy Heights (No information recorded)	
FIELD OFFICE: Houston		
11435019	Branch Village 7601 Curry Houston, Texas 77093	Ida Young (713) 692-6247
11435039	Mockingbird Run Apartments 1200 Ridgedale Bryan, Texas 77801	Lorie Lowe (409) 779-0051
FIELD OFFICE: Detroit		
04435303	Brookview (No information recorded)	

FIELD OFFICE: New Orleans		
06435040	Pecan Villa 220 Margaret Street Breaux Bridge, Louisiana	--- unknown --- (318) 332-3819
06435045	Bacmonila 1522 Rogers Street New Iberia, Louisiana	--- unknown --- (318) 365-6816
06435086	St. Mathilda Subdivision 821 S. Beulah Street Eunice, Louisiana	--- unknown --- (318) 457-9322
06444029	Beechgrove I Apts. 945 Beechgrove Boulevard Westwego, Louisiana	--- unknown --- (504) 436-0274
06444092	Beechgrove II Apts. 945 Beechgrove Boulevard Westwego, Louisiana	--- unknown --- (504) 436-0274
06444064	Walnut Square 8501 I-10 Service Road New Orleans, Louisiana	--- unknown --- (504) 246-0240
06444068	Thibodaux Apartments 1300 Ridgely Avenue Thibodaux, Louisiana	--- unknown --- (504) 388-9002
FIELD OFFICE: San Francisco		
12144137	Apollo Gardens 1065 Eight Street Oakland, California 94607	--- unknown --- (415) 835-0620
12144287	Pleasant Village (No information recorded)	
FIELD OFFICE: Baltimore		
	Madison Park	
	Park Glen	

# Multifamily Unit Inspection

U.S. Department of Housing  
and Urban Development  
Office of Housing

Project Name & Address					Project number	
					No. of Units	
Owner Name & Address					Resident manager	
					Management Agent	
Inspector				Unit No.		Date of Inspection
Type of unit inspection <input type="checkbox"/> FHA Unit Inspection <input type="checkbox"/> Section 8 HQS Unit Inspection <input type="checkbox"/> Move-in <input type="checkbox"/> Move-out <input type="checkbox"/> Other						
<b>Condition codes:</b> <u>G = Good:</u> Does not need repairs. <u>N = Needs repair:</u> Non-HQS but needs repair within 12 months. <u>R =</u> <u>Requires action within 30 days.</u> This is defined as an HQS violation. <u>I = Immediate action required within</u> <u>72 hours.</u> This is defined as an HQS violation.						
LOCATION	CONDITION				Description of noted conditions or required corrections. Include Target Completion Date	
	G	N	R	I		
<b>ENTIRE UNIT</b>						
Smoke Detectors						
Doors and lock						
Window/screens						
Heating/AC						
Ventilation/air quality						
Access to fire escape						
Free of vermin/rodents						
<b>LIVING ROOM</b>						
Walls/Int. door						
Ceiling						
Floors						
Elec. fixtures/outlets						
Other						
Hazards?						
<b>DINING AREA</b>						
Walls/Int. door						
Ceiling						
Floors						
Elec. fixtures/outlets						
Other						
Hazards?						

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**Condition codes:**

**G = Good:** Does not need repairs. **N = Needs repair:** Non-HQS but needs repair within 12 months. **R = Requires action within 30 days.** This is defined as an HQS violation. **I = Immediate action required within 72 hours.** This is defined as an HQS violation.

LOCATION	CONDITION				Description of noted conditions or required corrections. Include Target Completion Date
	G	N	R	I	
<b>BATHROOM</b>					
Walls/Int. door					
Ceiling					
Floors					
Elec. fixtures/outlets					
Working toilet					
Lavatory (h/s water)					
Tub/shower (h/c water)					
Hazards?					
<b>KITCHEN</b>					
Walls/Int. door					
Ceiling					
Floors					
Elec. fixtures/outlets					
Stove					
Refrigerator					
Sink					
Disposal/Trash Container					
Cabinets					
Countertops					
Other					
Hazards?					
<b>BEDROOM #</b>					
Walls/int. doors					
Ceiling					
Floors					
Elec. fixtures/outlets					
Other					
Hazards?					
<b>ROOM ID *</b>					
Walls/int. doors					
Ceiling					
Floors					
Elect. fixtures/outlets					
Hazards?					

**Condition codes:**

**G = Good:** Does not need repairs. **N = Needs repair:** Non-HQS but needs repair within 12 months. **R = Requires action within 30 days.** This is defined as an HQS violation. **I = Immediate action required within 72 hours.** This is defined as an HQS violation.

LOCATION	CONDITION				Description of noted conditions or required corrections. Include Target Completion Date
	G	N	R	I	
<b>ROOM ID *</b>					
Walls/Int. door					
Ceiling					
Floors					
Elec. fixtures/outlets					
Other					
Hazards?					
<b>ROOM ID *</b>					
Walls/Int. door					
Ceiling					
Floors					
Elec. fixtures/outlets					
Other					
Hazards?					
<b>ROOM ID *</b>					
Walls/int. doors					
Ceiling					
Floors					
Elec. fixtures/outlets					
Other					
Hazards?					
<b>ROOM ID *</b>					
Walls/int. doors					
Ceiling					
Floors					
Elect. fixtures/outlets					
Other					
Hazards?					

\* Identify area by name or bedroom number (e.g., den, hallway, bedroom #2, etc.)

Comments: (Tenent Maintenance; Tenant; Other)

Inspector's Signature & Date

# Physical Inspection Report

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB No. 2502-0369 (exp. 3/31/2000)

See bottom of page for copy distribution.

Inspection Date:	Date Report Mailed:	Report Prepared By: <input type="checkbox"/> HUD <input type="checkbox"/> Mortgagee (Enter Company Name)
------------------	---------------------	--

## Part A: Basic Data

1. Project Name:	2. Owner's Name:	Since: (Mo/Yr)	
3. Agent's Name:	Since: (Mo/Yr)	4. Resident Manager's Name:	Since: (Mo/Yr)
5. FHA Number:	6. Mortgagee No.	7. No. of Units: Total	8. Last Quarter Averages Monthly Turnover: (Units)
9. Name and Title of Owner Representative Accompanying You on Inspection :		Vacant	Days Vacant/Unit: (Days)
			Unit Ready Time: (Days)

**Part B: Physical Condition.** Indicate the physical condition of each item. If maintenance is needed, describe the problem/need in Part E of this report. Mortgagees need not supply cost estimates. HUD staff need give cost estimates only when such estimates are required by other instructions (e.g., workout or flexible subsidy instructions).

	Maintenance Needed (Y/N)	Urgency (H/M/L)	On Prior Report (Y/N)	Estimated Cost		Maintenance Needed (Y/N)	Urgency (H/M/L)	On Prior Report (Y/N)	Estimated Cost
<b>Exterior Items Inspected</b>					<b>Interior Items Inspected</b>				
1. Exterior Walls and Foundations					23. Floors, carpets, tiles				
2. Roofs, flashing, vents					24. Stairs, walkways, community spaces				
3. Gutters, downspouts, splashblocks					25. Cabinets, doors, closets, hardware				
4. Drives, parking lots, paving, curbs					26. Painting				
5. Walks, steps, guardrails					27. Curtains and shades				
6. Fences, walls, gates					28. Refrigerators and ranges				
7. Porches, balconies, fire escapes					29. Garbage disposal and exhaust fans				
8. Doors, windows, screens					30. Compactors and incinerators				
9. Garage and carports					31. Electrical fixtures and systems				
10. Lawns and plantings					32. Plumbing fixtures and systems				
11. Sprinkler and drainage system					33. Heating and air conditioning				
12. Exterior lighting					34. Hot water system, boiler room				
13. Exterior painting					35.				
14. Underground gas, water, sewage					<b>Miscellaneous Items Inspected</b>				
15. Security systems					36. Benches, play area and equipment				
16.					37. Laundry rooms				
<b>Energy Efficiency Items Inspected</b>					38. Storage, utility buildings				
17. Insulation					39. Elevators				
18. Caulking and weatherstripping					40. Project signs and office				
19. Storm doors and windows					41. Swimming pools				
20. Water saver devices					42. Exterminating				
21.					43. Fire extinguishers				
22.					44.				

**Part C: Miscellaneous Observations.** Answer each question. In Part E, describe any problem areas, corrective actions needed, or elaborate on these answers.

1a. Surrounding neighborhood is: <input type="checkbox"/> Depressed <input type="checkbox"/> Average <input type="checkbox"/> Prosperous					5a. Have all repairs required by HUD or the mortgagee been completed?	Yes	No	N/A
b. This condition is expected to: <input type="checkbox"/> Improve <input type="checkbox"/> Stay Same <input type="checkbox"/> Decline					b. If no, is repair work progressing on schedule?			
2. Are project signs and access adequate?	Yes	No	N/A		6a. Have any major physical improvements been made during the last year?*			
3a. Is preventive maintenance adequate and timely?					b. Are any major physical improvements planned?*			
b. Are any changes in maintenance procedures needed?					7. Is the project experiencing any significant occupancy problems?			
4a. If insurance loss drafts or replacement reserve funds were released for repairs, have those repairs been completed?								
b. If no, is repair work progressing on schedule?								

\*If "yes", describe them in Part E: Comments.

Part D: Evaluation

1. Overall Physical Condition	2. Maintenance Policies and Practices
<input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory

Important: In Part E, explain the basis for any below average or unsatisfactory rating.

Part E: Comments. Cross reference each comment to a line item in Part B, C or D of this report. Attach additional sheets, if needed.

Part, Line Reference		Date Closed

Part F: Signatures

1. Inspection made by:		2. Inspection approved by:	
1a. Title	1b. Date	2a. Title	2b. Date

Pursuant to 24 CFR Part 207.260(a) this information is collected annually to ascertain the physical condition of a mortgaged property. This is necessary for project owners to receive approvals for funding actions such as subsidy requests. This information is non-sensitive and no assurances of confidentiality is given. Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2502-0369), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. Do not send this form to the above address HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Section J - Attachments  
Attachment VI

24 CFR Ch. VIII (4-1-90 Edition)

SECTION 886.307 HOUSING QUALITY STANDARDS

Housing used in this program not requiring substantial rehabilitation at the time of sale shall meet the performance requirements set forth in this section. In addition, the housing shall meet acceptability criteria set forth in this section except for such variations as are approved by HUD. Local climatic conditions and geographic features and local housing and building codes are examples which may justify such variations.

(a) Sanitary facilities -

- (1) Performance requirement. The dwelling shall include its own sanitary facilities which are in proper operating condition, can be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
- (2) Acceptability criteria. A flush toilet in a separate, private room, a fixed basin with hot and cold running water, and a shower or tub with hot and cold running water shall be present in the dwelling unit, in all proper operating condition. These facilities shall utilize an approved public or private disposal system.

(b) Food preparation and refuse disposal -

- (1) Performance requirement. The dwelling unit shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary.
- (2) Acceptable criteria. The unit shall contain the following equipment in proper operating condition: cooking stove or range and a refrigerator of appropriate size for the unit, supplied by either the owner or the family, and a kitchen sink with hot and cold running water. Adequate space for the storage, preparation facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e. g. garbage cans).

(c) Space and security -

- (1) Performance requirement. The dwelling unit shall afford the family adequate space and security.
- (2) Acceptability criteria. A living room, kitchen area, and bathroom shall be present; and the dwelling unit shall contain at least one sleeping or living/sleeping room of appropriate size for each two persons. Exterior doors and windows accessible from outside the unit shall be lockable.

(d) Thermal environment -

- (1) Performance requirement. The dwelling unit shall have and be



capable of maintaining a thermal environment healthy for the human body.

- (2) Acceptable criteria. The dwelling unit shall contain safe heating and/or cooling facilities which are in proper operating condition and can provide adequate heat and/or cooling to each room in the dwelling unit appropriate for the climate to assure a healthy living environment. Unvented room heaters which burn gas, oil, or kerosene are unacceptable.

(e) Illumination and electricity -

- (1) Performance requirement. Each room shall have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. Sufficient electrical sources shall be provided to permit use of essential electrical appliances while assuring safety from fires.
- (2) Acceptable criteria. Living and sleeping rooms shall include at least one window. A ceiling or wall type light fixture shall be present and working in the bathroom and kitchen area. At least two electrical outlets, one of which may be an overhead light, shall be present and operable in the living area, kitchen area, and each bedroom area.

(f) Structure and materials -

- (1) Performance requirement. The dwelling unit shall be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the occupants from the environment.
- (2) Acceptability criteria. Ceilings, walls and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling or noticeable movement under walking stress, missing parts or other serious damage. The roof structure shall be firm and the roof shall be watertight. The exterior wall structure and exterior wall surface shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose siding, or other serious damage. The condition and equipment of interior and exterior stairways, halls, porches, walkways, etc., shall be such as not to present danger of tripping or falling. Elevators shall be maintained in safe and operating condition.

- (I) In the case of a manufactured home, the home shall be securely anchored by a tie down device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding.

(g) Interior air quality -

- (1) Performance requirement. The dwelling unit shall be free of pollutants in the air at levels which threaten the health of the occupants.
- (2) Acceptable criteria - The dwelling unit shall be free from dangerous levels of air pollution from Carbon monoxide, sewer gas, fuel gas, dust, and other harmful air pollutants. Air circulation shall be adequate throughout the unit. Bathroom areas shall have at least one openable window or adequate exhaust ventilation

(h) Water supply -

- (1) Performance requirement. The water supply shall be free from contamination.
- (2) Acceptable criteria. The unit shall be served by an approved public or private sanitary water supply.

(I) Lead-based paint -

- (1) Performance requirement. (I) The dwelling unit shall comply with HUD lead-based paint regulations, 24 CFR Parts 35 and 200, Subpart O, issued under the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4821-4846, and the owner shall certify that the dwelling is in accordance with such HUD regulations.  
(ii) If the property was constructed prior to 1950, the family upon occupancy shall have been furnished the notice required by HUD lead-based paint regulations and procedures regarding the hazards of lead-based paint poisoning, the symptoms and treatment of lead poisoning and the precautions to be taken against lead poisoning.
- (2) Acceptable criteria. Same as performance requirement.

(j) Access -

- (1) Performance requirement. The dwelling unit shall be usable and capable of being maintained without unauthorized use of other private properties, and the building shall provide an alternate means of egress in case of fire.
- (2) Acceptable criteria. The dwelling unit shall be usable and capable of being maintained without unauthorized use of other private properties, and the building shall provide an alternate means of egress in case of fire (such as fire stairs or egress through windows).

(k) Site and neighborhood - Where a project is sold with an insured mortgage, the site selection criteria of the insurance program shall be utilized in lieu of the requirements and criteria in this paragraph.

- (1) Performance requirement. The site and neighborhood shall be reasonably free from disturbing noises and vibrations and other hazards to the health, safety, and general welfare of the occupants
- (2) Acceptable criteria. The site and neighborhood shall not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks, steps, instability, flooring, poor drainage, septic tank backups, sewage hazards, or mudslides; abnormal air pollution, smoke, or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

(l) Sanitary condition -

- (1) Performance requirement. The unit and its equipment shall be in sanitary condition.

(2) Acceptable criteria. The unit and its equipment shall be free of vermin and rodent infestation.

(m) Congregate housing - The foregoing standards shall apply except for paragraph (b) of this section and the requirement in paragraph (c)(2) of this section for a kitchen area. In addition, the following standards shall apply:

- (1) The unit shall contain and have ready access to a flush toilet which can be used in privacy, a fixed basin with hot and cold running water, and a shower and/or tub equipped with hot and cold running water all in proper operating condition and adequate for personal cleanliness and the disposal of human wastes. These facilities shall utilize an approved public or private disposal system, and shall be sufficient in number so that they need not be shared by more than four occupants. Those units accommodating physically handicapped occupants with wheelchairs or other special equipment shall provide access to all sanitary facilities, and shall provide, as appropriate to needs of the occupants, basins and toilets of appropriate height; grab bars to toilets, showers and/or bathtubs, shower seats; and adequate space for movement.
- (2) The unit shall contain suitable space to store, prepare and serve foods in a sanitary manner. A cooking stove or range, a refrigerator(s) of appropriate size and in sufficient quantity for the number of occupants, and a kitchen sink with hot and cold running water shall be present in proper operating condition. The sink shall drain into an approved private or public system. Adequate space for the storage, preparation and serving of food shall be provided. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e. g., garbage cans).
- (3) The dwelling unit shall afford the family adequate space and security. A living room, kitchen, dining area, bathroom, and other appropriate social and/or recreational community space shall be within the unit and the dwelling unit shall contain at least one sleeping room of appropriate size for each two persons. Exterior doors and windows accessible from outside each unit shall be capable of being locked. An emergency exit plan shall be developed and occupant shall be apprised of the details of the plan. Regular fire inspections shall be conducted by appropriate local officials. Readily accessible first aid supplies and fire extinguishers shall be provided throughout the unit, smoke detectors shall be provided and emergency phone numbers (police, ambulance, fire department, etc.) shall be available at every phone and individual copies shall be provided to each occupant. All emergency and safety features and procedures shall meet applicable State and local standards.

(n) Independent group residence

The foregoing standards shall apply except for paragraphs (a), (b), (c), (k) and (m) of this section. In addition, Section 882.109 (n) shall apply.

(o) Energy efficiency - Performance requirement

Appropriate energy conserving improvements such as insulation, weatherstripping and caulking must be accomplished by HUD or the purchaser as part of any rehabilitation under this subpart. In addition, energy conserving improvements such as storm doors and windows must be considered by HUD and accomplished by HUD or the purchaser provided that these improvements are determined by HUD to be cost-effective. See 24 CFR Part 39.

[44 FR 70365, Dec. 6, 1979, as amended at 50 FR 9269, Mar. 7, 1985; 52 FR 1896, Jan. 15, 1987]

SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS

I. FAR 52.222-21 CERTIFICATE OF NONSEGREGATED FACILITIES (APR 1984)

II. FAR 52.204-03 TAXPAYER IDENTIFICATION (MAR 1994)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) The offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

( ) TIN: \_\_\_\_\_.

( ) TIN has been applied for.

( ) TIN is not required because:

SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS (continued)

- ( ) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U. S. and does not have an office or place of business or a fiscal paying agent in the U. S. ;
- ( ) Offeror is an agency or instrumentality of a foreign government;
- ( ) Offeror is an agency or instrumentality of a Federal, state, or local government;
- ( ) Other. State basis. \_\_\_\_\_.

(d) Corporate Status.

- ( ) Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;
- ( ) Other corporate entity;
- ( ) Not a corporate entity;
- ( ) Sole proprietorship
- ( ) Partnership
- ( ) Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

- ( ) Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
- ( ) Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

III. FAR 52.219-01 SMALL BUSINESS CONCERN REPRESENTATION (JAN 1997)

- (a) (1) The standard industrial classification (SIC) code for this acquisition is 6531.
- (2) The small business size standard is \$1.5 million.

SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS (continued)

- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

- (1) The offeror represents as part of its offer that it [ ] is, [ ] is not a small business concern.
- (2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it [ ] is, [ ] is not a small disadvantaged business concern.
- (3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.

- (C) Definitions. "Joint Venture", for the purpose of a small disadvantaged business (SDB) set-aside or price evaluation preference (as prescribed at 13 CFR 124.321), is a concern that is owned and controlled by one or more socially and economically disadvantaged individuals entering into a joint venture agreement with one or more business concerns and is considered to be affiliated for size purposes with such other concern(s). The combined annual receipts or employees of the concerns entering into the joint venture must meet the applicable size standard corresponding to the SIC code designated for the contract. The majority of the venture's earnings must accrue directly to the socially and economically disadvantaged individuals in the SDB concern(s) in the joint venture. The percentage of the ownership involvement in a joint concern by disadvantages individuals must be at least 51 percent.

- (d) Small business concern, as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Small disadvantaged business concern, as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent

SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS (continued)

unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

Women-owned small business concern, as used in this provision, means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
  - (2) Whose management and daily business operations are controlled by one or more women.
- (e) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--
- (i) Be punished by imposition of fine, imprisonment, or both;
  - (ii) Be subject to administrative remedies, including suspension and debarment; and
  - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

IV. FAR 52.222-22

PREVIOUS CONTRACTS AND COMPLIANCE REPORTS  
(APR 1984)

The offeror represents that--

- (a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;



SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS (continued)

(b) It ☐ has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

V. FAR 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that (a) it ☐ has developed and has on file, has not ☐ developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

VI. HUDAR 2452.203-71 CERTIFICATION REGARDING FEDERAL EMPLOYMENT  
(DEC 1992)

By submitting an offer, the offeror hereby certifies that it is not owned or substantially owned or controlled by one or more Federal employees.

VII. HUDAR 2452.226-70 CERTIFICATION OF STATUS AS A MINORITY BUSINESS ENTERPRISE  
(AUG 1995)

Bidder, Offeror or Supplier certifies that he or she ☐ is, ☐ is not, (check one), a minority business enterprise which is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the box applicable to you)

- ☐ Black Americans
- ☐ Hispanic Americans
- ☐ Native Americans
- ☐ Asian Pacific Americans
- ☐ Asian Indian Americans

SECTION K - REPRESENTATION AND CERTIFICATION, AND OTHER STATEMENTS  
OF OFFERORS OR QUOTERS (continued)

VIII. SIGNATURE OF QUOTER

By signing below, the quoter certifies that all Representations and Certifications contained in the solicitation are complete and accurate as required; is aware that award of any contract to the quoter shall be considered to have incorporated the applicable representations and certifications by reference in accordance with FAR 14.201-1(c) or 15.406-1(b), and is aware of the penalties described in 18 U. S. C. Section 1001 and the Program Fraud and Civil Remedies Act of 1986 (31 U. S. C. 3801 - 3812) for making false statements in quotes.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(E-mail address)

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR QUOTERS**

**I. FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE  
(JUN 1988)**

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

**II. FAR 52.204-06 CONTRACTOR IDENTIFICATION NUMBER - DATA UNIVERSAL NUMBERING  
SYSTEM (DUNS) NUMBER (DEC 1996)**

- (a) Contractor Identification Number, as used in this provision means, "Data Universal Numbering System (DUNS) number", which is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) Contractor identification is essential for complying with statutory contract reporting requirements. therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33, or similar document, the annotation "DUNS" followed by the DUNS number which identified the offeror's name and address exactly as stated in the offer.
- (c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror should call Duns and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:
  - (1) Company name.
  - (2) Company Address.
  - (3) Company telephone number.
  - (4) Line of business.
  - (5) Chief executive officer/key manager.
  - (6) Date company was started.
  - (7) Number of people employed by the company.
  - (8) Company affiliation.
- (d) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfor@dbisma.com](mailto:globalinfor@dbisma.com).

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS (Continued)

III. FAR 52.233-02 SERVICE OF PROTEST (OCT 1995)

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Department of Housing & Urban Development,  
Regional Contracting Division, 8AAC0  
ATTN: Gay E. Julian  
633 17th Street, 8th Floor  
Denver, Colorado 80202-2349

- (b) The copy of any protest shall be received in the office designated above on the same day a protest is filed with the GSBCA or within one day of filing a protest with the GAO.

IV. HUDAR 2452.209-70 ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION  
(FEB 1987)

- A. It is the Department of Housing and Urban Development's policy to avoid situations which place an offeror in a position where its judgment may be biased because of a past, present, or currently planned interest, financial or otherwise, that the offeror may have which relates to the work to be performed pursuant to this solicitation or where the offeror's performance of such work may provide it with an unfair competitive advantage.
- B. Offerors shall provide a statement which describes in a concise manner all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed hereunder and bearing on whether the offeror has a possible organizational conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice, or (2) being given an unfair competitive advantage. The offeror may also provide relevant facts that show how its organizational structure and/or management systems limit its knowledge of possible organizational conflicts of interest relating to other divisions or sections or the organization and how that structure or system would avoid or mitigate such organizational conflict. (Offerors should refer to FAR Subpart 9.5 and HUDAR SubPart 2409.5 for policies and procedures for avoiding, neutralizing, or mitigating organizational conflicts of interest).

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS (Continued)

- C. In the absence of any relevant interests referred to above, the offeror shall complete the certification at 2452.209-71, Organizational Conflicts of Interest Certification.
- D. No award shall be made until the disclosure or certification has been evaluated by the Contracting Officer. Failure to provide the disclosure or certification will be deemed to be a minor infraction and the offeror will be permitted to correct the omission within a time frame established by the Contracting Officer.
- E. Refusal to provide the disclosure or certification and any additional information as required, or the willful nondisclosure or misrepresentation of any relevant information shall disqualify the offeror.
- F. If the Contracting Officer determines that a potential conflict exists, the selected offeror shall not receive an award unless the conflict can be avoided or otherwise resolved through the inclusion of a special contract clause or other appropriate means. The terms of any special clause are subject to negotiation.

V. RESPONSIBILITY SURVEY

At the discretion of the Contracting Officer, a responsibility survey of the firm, including interviews with personnel, may be performed. Current financial statements and other pertinent data should be available for Government review if a survey is conducted. Quoters are advised that accomplishment of this survey is a part of the evaluation process and is not to be construed as an indication that a quoter will receive or is in the best position to receive the resultant award.

VI. INSTRUCTIONS AND CONDITIONS

- A. Each quoter is advised to carefully read all the terms and conditions of this RFQ.
- B. In order for you to be considered for award, the following must be submitted with the quote:
  - 1. Original signed Standard Form (SF) 18, Request for Quotations. The quoter shall fully complete all applicable portions of the SF-18.
  - 2. Completed Section B, Supplies or Services and Prices.
  - 3. Complete Section G, Contract Administration.
  - 4. Completed Section K, Representations, Certifications and Other Statement of Quoters.

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS (Continued)

5. Completed Contractor Qualification Information.

- a. Contractor Experience information. Data supplied should support the statement below.

Inspectors will possess recent (within the past 3 years) acceptable experience which demonstrate sufficient knowledge of multifamily housing program requirements addressing acceptable physical conditions and Housing Quality Standards (HQS). Such experience is considered to contain, but not be limited to:

- (1) construction inspector for multifamily properties for determining compliance with construction requirements;
- (2) superintendent of construction for a builder of multifamily properties;
- (3) fee inspector performing construction inspections for HUD;
- (4) municipal building or code inspector; or
- (5) having a record of performing acceptable HUD multifamily property inspections.

- b. Contractor Responsibility Information. Data supplied should support the statement below.

- (1) Additionally, the contractor shall supply three (3) business references, to include name of firm, point of contact and telephone number. References, when checked, should demonstrate experience in the same nature as the solicitation.
- (2) The contractor shall also supply financial references, to include name of firm, point of contact and telephone number. References, when checked, should demonstrate financial stability.

- C. Clearly mark the outside of the envelop containing the bid with the following notation:

REQUEST FOR QUOTES - DO NOT OPEN  
RFQ: R-DEN-00037  
Attn: Michael J. Mee

**SECTION M - EVALUATION FACTORS FOR AWARD**

**BASIS FOR AWARD**

Award will be made to the low responsive and responsible offeror or quoter for each geographical area, based on the prices submitted in Section B of the solicitation.